

## MEMORANDUM FOR FILES

SUBJECT: Development of Trip Plans for Field Data Collection Personnel

1. Reference 14 May 1999 memorandum from the Omaha District Safety Office, SUBJECT: Safety and Occupational Health Trip Report. As described in this memorandum, a float plan is needed for all employees that operate a boat. In order to ensure compliance with this requirement and to enhance safety for all field data collection personnel in this section, a trip plan (or float plan) will be required for all personnel performing field data collection duties. The overall goals of utilizing the trip plan concept are to improve safety awareness, improve overall safety, reduce changes of personnel being stranded in the field without knowledge of others and reduce time required to search for field personnel if they become stranded.

2. The following procedures will be followed for development of trip plans:

a. A trip plan with itinerary will be developed for each trip. A trip includes any field trips outside of the office as well as visits to boatyard for field and equipment prep and normal in town errands, mailings, etc. The trip plan will include times and locations to be visited, purpose of each leg of trip, name and phone numbers of motels, and names of persons being contacted (if appropriate). The estimated return time should also be included. An example trip plan is as follows:

Example 1:

Frank Lovejoy - 27 August 1999  
0900 to 1100 hours - Change nitrogen tanks at Papillion Creek at Fort Crook  
1300 to 1400 hours - Install new DCP at Papio Site 20  
1530 hours - Return to office

Example 2:

Victor Keys - 27 August 1999  
0900 to 1130 hours - Boatyard - prepare vehicle for WQ sampling - 28 Aug 1999  
1200 to 1313 hours - Misc errands - in town  
1330 hours - Return to office

b. The trip plan should be sent via E-mail to the section chief, secretary, and lead technical person. If plans change en-route significantly, the change should be phoned into 221-4607 (1-800-742-5732), where the change will be noted in a log book. If personnel are waterbound, (in a boat) it is recommended that they call 221-4607 before and after each boat trip. If there is no answer, the change should be left on voice-mail.

c. Upon returning from a trip, completion of trip should be noted in log by traveler or if personnel have returned to boatyard, 221-4607 should be called to notify of completion of travel.

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If someone does not return from a trip within one-half hour of the scheduled return time, attempts will be made to establish contact by cell phone. If contact cannot be made, further attempts will be initiated to determine location of person by calling boatyard, residence, etc. If contact still cannot be made, the section chief will be notified and additional measures will be considered, including initiating a search for the missing persons.

3. Feel free to contact me if there are any questions concerning these procedures.

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